
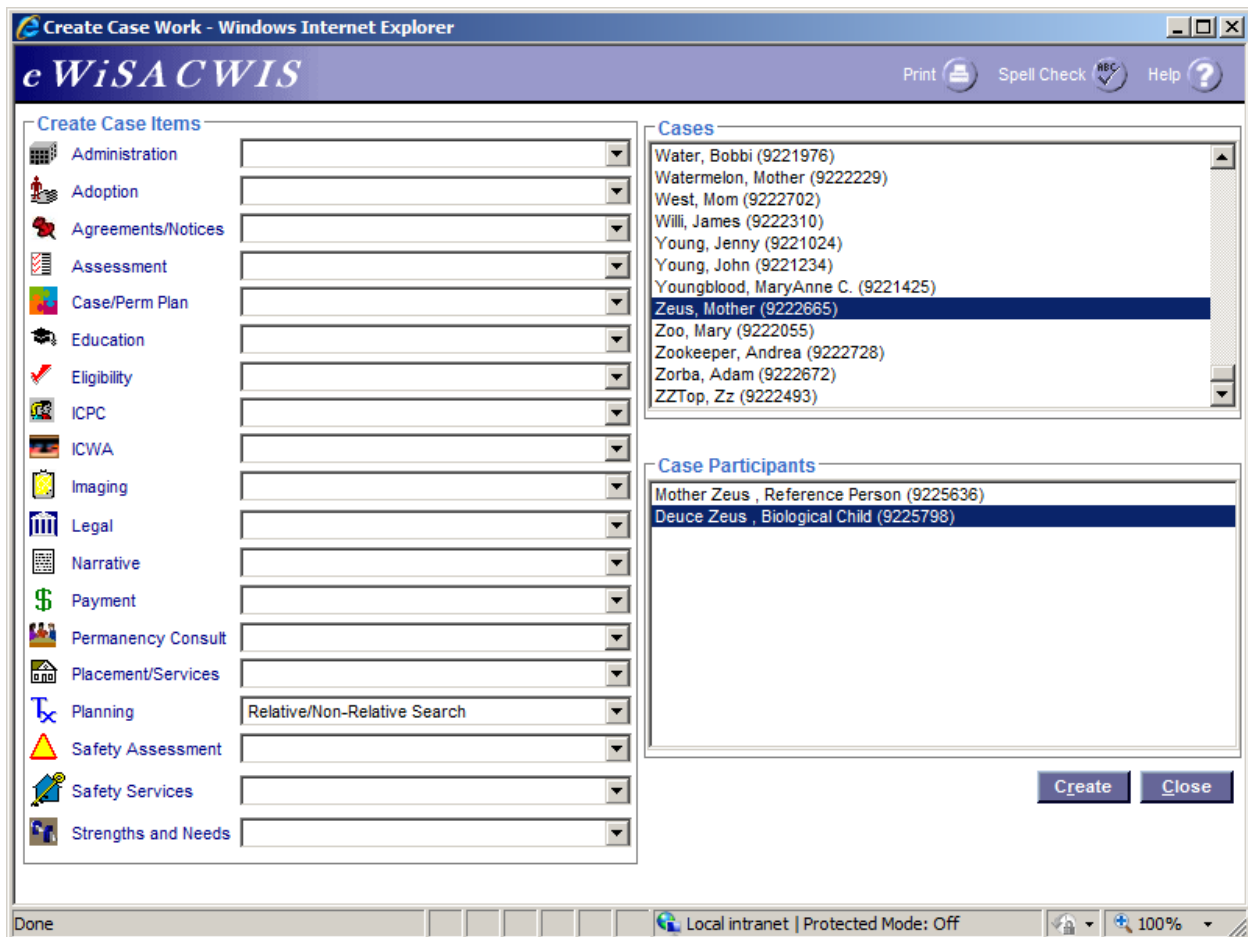


Relative/Non-Relative Search

Note: In order to create a Relative/Non-Relative Search record, an assignment to the case is needed.

Note: Relative/Non-Relative Search records are specific to a case. Therefore, if a child is a participant in multiple cases, the Relative/Non-Relative Search records will not appear in all cases.

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Relative/Non-Relative Search from the Planning drop-down. Select the appropriate case and case participant. Click the Create button. This will open the Relative/Non-Relative Search Summary page.



The screenshot shows the 'Create Case Work' web application in a Windows Internet Explorer browser window. The application has a purple header bar with the 'eWiSACWIS' logo and navigation links like 'Print', 'Spell Check', and 'Help'. On the left, a 'Create Case Items' sidebar lists various categories such as Administration, Adoption, Agreements/Notices, Assessment, Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety Assessment, Safety Services, and Strengths and Needs. Each category has a corresponding dropdown menu. The 'Planning' dropdown is currently selected, showing 'Relative/Non-Relative Search'. On the right, there are two main panels. The 'Cases' panel lists several cases with their IDs, with 'Zeus, Mother (9222685)' highlighted. The 'Case Participants' panel lists participants for the selected case, with 'Deuce Zeus, Biological Child (9225798)' highlighted. At the bottom right of the main content area, there are 'Create' and 'Close' buttons. The browser's status bar at the bottom indicates 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

- On the Relative/Non-Relative Search Summary page, the Basic group displays Case Name and Child Name hyperlinks. Clicking the Case Name hyperlink opens the Maintain Case page, while clicking the Child Name hyperlink opens the child's Person Management page. Place your mouse over the Details link to determine when a relative search is needed.
- Click the Insert button to add a new relative/non-relative. This will open the Relative/Non-Relative Search page.

Relative Search Summary - Windows Internet Explorer

WiSACWIS Print Spell Check Help

Basic
Case Name: [Zeus_Mother \(9222665\)](#) Child Name: [Zeus_Deuce \(9225798\)](#) Details

Relative Search

Relative Information	Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?

Copy Insert

Save Close

Done Trusted sites | Protected Mode: Off 100%

Diligent efforts to search for relatives must be initiated or continue at the following points in a case:

- When it is likely that a child will be placed in out-of-home care with someone other than a fit and willing relative.
- When the child is placed in out-of-home care with someone other than a fit and willing relative on either an emergency basis or with planning.
- When it is likely that the child's placement will change to a non-relative placement.
- When paternity is adjudicated or acknowledged.
- When a concurrent permanence goal is established.
- When reunification is no longer the primary goal.
- When a child is determined to be subject to ICWA, active efforts to locate and involve relatives must be made.

Relatives may not be able to act as placement, temporary or permanent, but they may have the ability to be a less formal resource for the child and a connection that will last beyond the child's involvement in the child welfare system. Therefore, relative searches should continue until the caseworker believes that the child's needs have been met or could be met by the relatives who have been located.

5. On the Relative/Non-Relative Search page, document the relative/non-relative by entering the name, address, contact information, and relationship to child.
6. If the child is currently in an open Out of Home Placement (i.e. has not been discharged), the Placement Considerations group box is required. Select the corresponding radio button to respond 'Yes' or 'No' to the 'Placement Considered' and 'Does the relative want to be considered as a permanent resource if needed' questions. Enter narrative in the 'Description of why placement was not available, appropriate or safe' field.
7. If a Notification of Placement is not being sent, click the Save button to save the information entered on the page. Click the Close button to return to the Relative/Non-Relative Search Summary page.
8. If a Notification of Placement is is being sent, click on the [Create Notification of Placement](#) hyperlink to create the document. See the associated Notification of Placement Quick Reference Guide.

Relative/Non-Relative Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#)

Relative Search
First Name: MI: Last Name: Suffix: DOB:
C/O: ☐ Deceased
Street: Apt:
WI City: City: State: ZIP: Country:
Phone: Ext: Cell: Alt Phone: Alt Ext:
E-Mail: Secondary E-Mail:
Relationship to Child: Last Updated By: Cake, Caitlin M. On: 11/03/2012

Placement Considerations
☐ Yes ☒ No Placement Considered?
☒ Yes ☐ No Does the relative want to be considered as a permanent resource if needed?
[Create Notification of Placement](#) Notification of Placement Sent:
Description of why placement was not available, appropriate, or safe:

[More...](#) [Less...](#) [Default](#)

Save Close

9. Each time a Notification of Placement is created in eWiSACWIS and saved, a date sent hyperlink will appear after the 'Notification of Placement Sent.' Clicking the date hyperlink will open the associated Notification of Placement page.

Note: For notifications created outside of eWiSACWIS or those created in eWiSACWIS prior to the February 2013 release, enter a date in the 'Notification of Placement Sent' field. No document hyperlinks will be available for these dates.

Relative/Non-Relative Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#)

Relative Search
First Name: MI: Last Name: Suffix: DOB:
C/O: ☐ Deceased
Street: Apt:
WI City:
City: State: ZIP: Country:
Phone: Ext: Cell: Alt Phone: Alt Ext:
E-Mail: Secondary E-Mail:
Relationship to Child: Last Updated By: Cake, Caitlin M. On: 02/14/2013

Placement Considerations
☒ Yes ☐ No Placement Considered?
☒ Yes ☐ No Does the relative want to be considered as a permanent resource if needed?
[Create Notification of Placement](#) Notification of Placement Sent: [02/14/2012](#) [02/11/2013](#)
Description of why placement was not available, appropriate, or safe:

[More...](#) [Less...](#) [Default](#)

[Save](#) [Close](#)

Note: Non-Relatives will not pre-fill into the Permanency Plan template unless a Notification of Placement has been created for them.

Note: Relatives with the 'Deceased' checkbox selected will not pre-fill to the Permanency Plan template.

Relative/Non-Relative Search -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Basic
Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#)

Relative Search
First Name: MI: Last Name: Suffix: DOB:
C/O: ☒ Deceased
Street: Apt:

10. The Relative/Non-Relative Search Summary page displays the saved relative/non-relative. If a Notice of Placement was created via the Notification of Placement page, a date hyperlink will appear in the Most Recent Notification Sent column. Clicking the date hyperlink will open the associated notification.
11. To edit a relative/non-relative, click the [Edit](#) hyperlink for the associated relative/non-relative. To delete the relative/non-relative, click the [Delete](#) hyperlink for the associated relative/non-relative, and confirm the deletion.

Note: The [Delete](#) hyperlink is only available on a relative/non-relative where a Notification of Placement has not been sent.

Relative/Non-Relative Search Summary - Windows Internet Explorer

eWiSACWIS

TM Print Spell Check Help

Basic

Case Name: [Zeus, Mother \(9222665\)](#) Child Name: [Zeus, Deuce \(9225798\)](#) [Details](#)

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	
Doe, Frank B. uncle 123 State Street Madison, WI 53701 (608)123-1234		No	Description here...	Yes	Edit Delete
Doe, Mary great aunt 5555 Fox Lane Saint Cloud, WI 53079 (608)121-1234	02/11/2013	Yes		Yes	Edit
Neighbor, Nora non-relative (connected to child) 55 Fairway Drive Saint Cloud, WI 53079 (608)555-5555		No	Description here...	Yes	Edit Delete
Zeus, Susie aunt 321 1st Street Madison, WI 53701 (608)111-2222		No	Description here...	Yes	Edit Delete

Copy Insert

Options: Go

Save Close

Done Local intranet | Protected Mode: Off 100%

12. If one or more relative/non-relative records exist in the case, click the Copy button to open the Relative/Non-Relative Search Copy page.

13. On the Relative/Non-Relative Search Copy page, click the [Copy](#) hyperlink to copy the Relative/Non-Relative Search record from a different child to this child. This will pre-fill the name and contact information of the associated relative.

Note: You can sort the results of the Relative/Non-Relative Search Copy page by clicking on the Relative, Child, Relationship to Child, or Last Updated column.

Relative/Non-Relative Search Copy -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Please select a record to copy from if appropriate.

Existing Relative Searches

Relative	Child	Relationship to Child	Last Updated	
Zeus, Susie	Zeus, Sally	aunt	11/03/2012	Copy
Doe, Frank B.	Zeus, Deuce	uncle	02/11/2013	Copy
Doe, Mary	Zeus, Sally	aunt	02/11/2013	Copy
Doe, Mary	Zeus, Deuce	great aunt	02/11/2013	Copy
Neighbor, Nora	Zeus, Deuce	non-relative (connected to child)	02/11/2013	Copy
Zeus, Susie	Zeus, Deuce	aunt	02/11/2013	Copy

Close


14. On the Relative/Non-Relative Search page, select the Relationship to Child for this specific child. If the child is in an Out of Home Placement, update the Placement Considerations group box. Once complete, click Save and Close. This will return you to the Relative/Non-Relative Search Copy page.

The screenshot shows a web application window titled "Relative/Non-Relative Search -- Webpage Dialog". The application is "eWiSACWIS". The "Basic" tab is active, showing "Case Name: Zeus, Mother (9222665)" and "Child Name: Zeus, Sally (9226234)". The "Relative Search" section contains fields for "First Name: Susie", "MI:", "Last Name: Zeus", "Suffix:", "DOB: 04/01/1978", "C/O:", "Street: 321 1st Street", "Apt:", "WI City:", "City: Madison", "State: WI", "ZIP: 53701", "Country: United States", "Phone: 6081112222", "Ext:", "Cell:", "Alt Phone:", "Alt Ext:", "E-Mail:", "Secondary E-Mail:", "Relationship to Child:", "Last Updated By:", and "On:". The "Placement Considerations" section has radio buttons for "Yes" and "No" for "Placement Considered?" and "Does the relative want to be considered as a permanent resource if needed?". It includes a link "Create Notification of Placement", a date field "Notification of Placement Sent: 00/00/0000", a text area for "Description of why placement was not available, appropriate, or safe:", and links "More...", "Less...", and "Default". "Save" and "Close" buttons are at the bottom right.

15. On the Relative/Non-Relative Search Copy page, click Close. This will return you to the Relative/Non-Relative Search Summary page.
16. On the Relative/Non-Relative Search Summary page, click Close.

17. Once created, the Relative/Non-Relative Search will display under the Planning icon. Click the [Relative/Non-Relative Search](#) hyperlink to open the corresponding Relative/Non-Relative Search. If a Notification of Placement has sent for a child, the number of notifications will display after the name.



18. To see details of the Notification of Placement, click the  icon to the left of the [Relative/Non-Relative Search](#) specific to that child.

